

Ashburnham Police Department

99 Central Street Ashburnham, MA 01430 (978) 827-4110 fax (978) 827-5703 www.ashburnhampd.org



RECORDS ACCESS OFFICER FOR THE ASHBURNHAM POLICE DEPARTMENT

The following persons have been designated as the Records Access Officer (RAO) for the Ashburnham Police Department pursuant to the Public Records Law. All Public Records requests should be directed to this person using the contact information provided below. Public Records may be made in-person, via telephone, mail or electronic mail. If you are unable to meet with the RAO'S listed below, you may make your request and provide the needed information to the on-duty dispatcher.

Kristen Mathieu Administrative Assistant to the Chief 99 Central Street Ashburnham, Ma 01430 978-827-4100 ext. 401 kmathieu@ashburnham-ma.gov

Christopher Conrad
Police Lieutenant
99 Central Street
Ashburnham, Ma 01430
978-827-4100 ext. 402
cconrad@ashburnham-ma.gov



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REQUEST FOR PUBLIC RECORDS

Per Law all request for public records must be answered within ten business days. We will make every effort to provide routine request in much less time. **All requests** must be made to the Record Access Officer, Kristin Mathieu.

To ensure we provide you with the proper records you are requesting and to ensure timely compliance we request you complete the form provided. Completion of this form is not required but it will ensure we provide you with a timely and accurate service.

What records do you want? Be type of incident etc	specific as possible please.	Date of the incident, person's name,
	records are ready. Occasion to the control of the ready. Occasion to the right to appeal to the control of the	
If you provide us with an e-mai	l address we can most ofte	n send you the reports requested.
Contact Name:		
E-mail Address:		
Phone Number:		
Date of Request:		
	Internal Use Only	
Results:Provided	Denied	Redacted
Date: Complied with		
Appeal or other:		